



Frederick County Fire and Rescue Advisory Board Meeting

Meeting Minutes

Date: January 27, 2014, 1900 hours

Location: Winchester Hall 3rd Floor Meeting Room
12 E. Church Street, Frederick, MD 21701

Attendance:

Battalion 1 (Marc McNeal):	Present (via phone)
Battalion 2 (David Remsburg):	Present
Battalion 3 (Susan Nicol):	Present
Battalion 4 (Randy Williams):	Present
Battalion 5 (Tim Clarke):	Present
Career Rep (George Thomas):	Absent
Career Rep (Daniel Winters):	Present
Citizen Rep (Eilene Fryer):	Absent
Citizen Rep (Carroll Jones):	Present

Nonvoting Reps:

Board of County Commissioners (Blaine Young):	Present
Jurisdictional Medical Director (Jeffrey Fillmore):	Present
Fire & Rescue Services (Denise Pouget):	Present
Volunteer Fire & Rescue Assoc. (Eric Smothers):	Present (7:06pm)
Local #3666 (John Neary):	Present

Guest:

Allen Keyser, Deputy Chief/Fire & Rescue Services
John North, Planner/Fire & Rescue Services
Eric Jacobs, Lieutenant/Fire & Rescue Services
Mike Cole, Lieutenant/Fire & Rescue Services
Sherry Weakley, CIO/Frederick County Government
Cheryl Riley, Admin Coordinator/Fire & Rescue Services

I. CALL TO ORDER:

A. The meeting was called to order at 1904 by Co-Chairperson Randy Williams.

II. ROLL CALL OF VOTING AND NONVOTING MEMBERS:

A. One voting member was absent: Eilene Fryer. One voting member has tendered resignation: Acting Battalion Chief George Thomas. One nonvoting member was not present when meeting began: Eric Smothers.

III. INTRODUCTION OF GUESTS:

John North, Planner/Fire & Rescue Services, Mike Cole, Lieutenant/Fire & Rescue Services, Allen Keyser, Deputy Chief/Fire & Rescue Services, Eric Jacobs, Lieutenant/Fire & Rescue Services, and Sherry Weakley, CIO/Frederick County Government

IV. APPROVAL OF PREVIOUS MEETING MINUTES:

Motion: Moved by Tim Clark and Second by David Remsburg to approve the November 25, 2013 minutes.

VOTE: **YES: 7** **NO: 0** **ABSTAIN: N/A** **PASSED**

V. BOARD MEMBER COMMENTS

- A.** David Remsburg expressed concern regarding the Incident Accident Plan (IAP) sent via email prior to the last snow storm. He asked if it will be the standard when a weather event occurs. Chief Pouget stated that the Duty Operations Center (DOC), the IAP, and NIMS will be discussed during committee reports.

VI. PUBLIC COMMENTS

- A.** No public comments.

VII. EX OFFICIO MEMBER REPORTS

- A. BOCC Liaison-Blaine Young:** Budget process has started and is in its early stages.
- B. Jurisdictional Medical Director-Dr. Jeffrey Fillmore:** No updates.
- C. Director of DFRS-Denise Pouget:** At the November meeting, the Advisory Board decided to try Share Point for policy circulation. It is working for some, not for all. Must have the link and a county email address to access Share Point. Having problems getting email addresses for citizens. There is an additional challenge due to some not using their county email address. Policies uploaded to Share Point include: Respiratory, SCBA, and Hose Testing. The policies are in format and ready for comments. As a result of the challenges with accessing Share Point, the policies were also emailed to everyone. Lieutenant Eric Jacobs assisted with Share Point presentation. The Board was shown where the files are located (under Draft Policies and Procedures). None our completed for publication. They are available for comments. For technical assistance, contact IIT via phone or email.

Chief Pouget spoke to Mr. Chomel, the county attorney, regarding how policies are developed. Discussed by-laws, charter, and her responsibilities. As Division Director, policies such as the sick leave policy or reassignment of personnel are to be discussed with Chief Pouget and the union. Division policies will not be presented to the Advisory Board. Policies that affect the system-wide will be presented to the Board and circulated via Share Point.

Significant issues have been identified for the Advisory Board Workplan. One question addressed stipends and if stipends should be considered for Length of Service awards programs. Chief Pouget had discussions with Winchester Hall regarding this matter. It was concluded that the best approach would be to develop an organized records management system. DFRS is currently reviewing a web-based firehouse program and will have additional information to report at a later date.

- D. Frederick County Volunteer Fire and Rescue Association-Eric Smothers:** Eric has had discussions with the corporations regarding identifying

operational and non-operational staff. Due to elections, it is still in process. March 1st is the deadline. LOSAP is being collected from the corporations. They are due on January 31st.

Big issue: Station 26. Executive Board met in November to look at deficiencies and issues that arose out of Station 26. Through conversations with the Executive Board and the County Commissioners, Station 26 was placed on a 2nd due only status. The career staff was moved out of Station 26 to Station 6 during a 90-day review process. Updates on Station 26 will occur at the Executive Board meeting tomorrow evening. Will proceed based on what is presented regarding progress made/not made. More information should be available at the next meeting.

Eric has asked Brunswick, Walkersville, Emmitsburg, and Thurmont to collaboratively look around their stations to see what they can do to help each other and join forces to increase response time. Station 19 has had three meetings and they are moving in a positive direction. Discussions with Stations 5 and 19 are in progress - both Board of Directors met yesterday. They have meetings scheduled with the governing bodies over the next few days, for both entities, and will bring both corporations together.

- E. Career Fire Fighters Association of Frederick County MD, Local #3666-John Neary:** Two brothers lost in a fire in Toledo, OH. Need to remember safety when doing our jobs and why, as a Local, he continues to push the safety aspect and staffing standards. With some of these incidents, particularly collisions, it is usually a driver-only piece of apparatus that is occurring. Having a second or third person is a definite way to help avoid some of these incidences. Will continue to move forward and provide feedback during this change with ways to help save money and be better efficient. Been in constant contact with Chief Pouget and Deputy Chief Keyser. Will keep moving forward and working together.

VIII. COMMITTEE REPORTS

A. Operations Committee – Deputy Chief Allen Keyser:

1. Operations meeting was canceled and rescheduled for the All-Chiefs meeting on Thursday at 7:00pm at the Academy. Paramedic students that graduated 5 ½ months ago will soon be released to operate on their own. A paramedic class is in session, with four career and eight volunteers. The entrance exam is soon. Will know more after tomorrow evening.
2. Staffing workgroups have been meeting at the Academy in the evenings and include volunteer and career staff. Working with three committees: Planning & Research, Standards, and Operations. The goal was to achieve multiple staff on apparatus to alleviate staff going by themselves. One of the latest changes is the ALS provider was de-staffed at Myersville and the staffing, of three additional firefighters was moved to Station 23.
3. Station 8 has returned to two firefighters, one technician, and one lieutenant. As of Saturday morning at 0600, the other one, Medic 8, was placed back in service in the Myersville area. It is a more efficient way to cover the area from

Middletown Valley, Myersville, and Wolfsville, which borders the county and state lines. It gives us an opportunity to reach out and achieve a better response.

4. Staffing group will meet this Wednesday night to brief Planning and Research Committee regarding what Operations has accomplished.
5. Previously discussed the busier areas – the outreach of the Frederick City area (the red-zone), where 56% of the calls in Frederick County are within that zone. The supporting companies, on the outer part, is an area under review, i.e. Station 23.
6. Gas leak Policy - If everyone has reviewed the policy and provided comments, it will be removed on 1/28/14 at 1700 hours and be presented to the Executive Board.
7. ATV/UTV Policy – It is with the Standards Committee and waiting for feedback.

B. Planning & Research Committee:

1. Committee met on Monday, January 20th and had several requests. All of these recommendations will go to the Executive Board for approval tomorrow night.
2. Wolfsville requested to replace their Chief's car – a 2004 Ford Expedition. The vehicle had a catastrophic failure of the with the drive train and rear suspension. Temporary repairs have been made however, the committee voted, unanimously, to allow them to replace the unit.
3. Carroll Manor had two requests to review. The first request was to replace their Chief's car, which was a 1994 Ford, with 140K miles. It was a donated police car to be replaced with a 2000 Jeep Cherokee, which was purchased used. It was unanimously approved. Second request was to replace a 1989 Pierce Engine with a 2014 Pierce XT Pumper that will meet all of current county standards. The old vehicle was overweight and equipment had to be removed from the unit in order to meet the county weight standard. This unit will also be designated as their first responder unit equipped with all of the EMS equipment and AED to make it a first responder unit in order to use a portion of EMS billing money to help pay for that unit. They are aware of the rules.
4. Walkersville wants to keep another ambulance. They currently have three. They were approved to replace one. They want to have their fleet changed to have four ambulances and to turn the 4th ambulance into a bariatric unit to transport heavy patients. Policies still need to be written. They are going to put a ramp in the back of the ambulance that folds and goes into a compartment. They'll spend \$20K-\$25K to convert the ambulance into a

bariatric unit. It will be paid with their funds, not county funds. Maintenance is less than \$2K per year for the last three years. It is not costing the county a great deal of money. They are going to pick up a fully staffed ambulance. They have purchased the radios for the ambulance. Planning will recommend to the Executive Board that they be allowed to keep the ambulance. It will be available county-wide as a reserve ambulance for their use, as well as bariatric use.

C. Emergency Medical Services Committee – Eric Smothers:

1. Last meeting was held in December. The chairman of the group has changed. It is now Dave Chisolm. Eric will be the co-chair. The State of Maryland is still looking for a State EMS Medical Director. There were three candidates that were interviewed in December and none of them were chosen. It is an ongoing process. They are re-advertising for the position. It will be approximately another 90 days.
2. Committee is making sure everyone is going through last year's updates for EMT/Paramedic to remain compliant.

D. Budget Committee – Eric Smothers:

1. Per Dale, everyone's packets have been submitted. The adjustments for square footage of buildings have been modified for those who had questions. Eric has not heard any issues from the corporations regarding missing or outstanding items. Dale has met with Bob and Mike and the process is moving forward.

E. Training Committee – Eric Smothers & George Thomas:

1. Winter classes are in progress. Reached out to the corporations to let people know or get input regarding the training classes they want offered. Pretty good turnout and feedback. Been working with Acting Battalion Chief George Thomas to keep the training center operational.

IX. DISCUSSION ITEMS

A. Old Business

1. Update on progress and information related to Action Items (see attached report).
 - a. **Update from Chief Pouget, DFRS Command Staff and Committees with regard to action items – Chief Pouget & Mike Cole**
 - i. Target Solutions – Biggest advantage with Target Solutions, for both career and volunteer, is it is a web-based system. Member will have the ability to login in at anytime to take required training. We can develop our own training activity that is available to everyone in the county and be in compliance. There

are over 1K recorded training programs that have been loaded into Target Solutions by other fire departments, that will allow us to decide if we want to implement what other departments are doing. Station officers will have a level of authority to view and track activity. Will be able to retrieve records/reports for each user. Transcripts will be instantaneous. Emergency contacts can be found in case someone gets hurt. There are multiple jurisdictions using this program and they are having great success. Each corporation will have a certain number of licenses. Target Solutions and TeleStaff databases can communicate with each other. Target Solutions is MFRI compliant. Will be an on-going budget item.

- ii. Community Para-medicine – There is an issue regarding the Affordable Care Act and how it affects EMS. The rule is, if a Medicare/Medicaid patient is admitted to the hospital and returns within 30-days, the hospital will get fined. Private services are coming in and offering service to hospitals, they are accepting that service, and it is creating a tight paramedic program. It has been discovered that patients are returning for maintenance checks: water, medicine, etc. Tawanda Bailey, Ambulance Billing Coordinator at Fire and Rescue, has a significant concern. The country-wide average for that clientele is about 35%-40% will be an expense of approximately \$5M - half is about 2.5-3M, which will be significant if that happens. Need to get preventative care in the field started so they will not return to the hospital. Get units in the community to go out to residents to help keep them healthy but keep them home. The public views EMS as public safety however, in reality, EMS is healthcare. This new healthcare law is going to force our delivery service. Some research has been completed with more that needs to be completed however, this is the direction we are headed.

b. Logistics and Finance – John North

- i. Mobile Data Terminals – High priority. Have been able to reallocate money in the 2014 budget by taking ambulance chassis that we were able to defer. We have \$450K to get the mobile data terminals for all of the front-line apparatus. Since it is a large sum of money, must get approval from Purchasing and through the Board.
- ii. Telestaff – We are upgrading the staffing system. Working with the vendor to review the system as it relates to our hiring processes. We have made significant adjustments regarding our rules and the re-hiring of personnel. We have discovered some significant savings through our management system. We are still working on redefining the rules that will bring additional savings through streamlining the rules.

- iii. Inventory control system – RAZE system was been approved today. Will be active within the next 90 days. An internal auditor will inventory assets. Estimating it will take approximately 2-3 weeks to complete. Discovered a significant amount of turnout gear that has expired. Gear has been returned to the manufacturer for inspection/re-testing to determine if can be re-issued.
- iv. SCBA testing is in progress. Out of 660 packs, they have completed 138 packs. Brought in an outside contractor (MES) to do the testing, as well as one of our certified technicians. They are testing approximately two days a week and completing approximately 40 packs per day tested. Also doing minor repairs. Unable to do repairs in the field therefore, they have spare packs on-hand to replace, if needed. They are checking inventory and will have a complete record of every pack in the county. Discovered a few non-county packs purchased outside the cycle by the volunteer companies. Picked up five today for testing. Will keep and test for compliance however, will not include with county inventory. Although not county compressors, will also pick up all compressors for testing to make sure they are compliant.
- v. Hose Testing – Cleared contract today. Testing will start in March. Announcements will be sent to volunteer Chiefs tomorrow. Testing will be done through a third party vendor.
- vi. Duty Operations Center (DOC) – A NIMS purist will view it as the Department Operations Center. The DOC will be for special events, such as snow, to support the incident commanders and fire chiefs in the field. Resources can include: fuel, food, port-a-potties, generators, or fuel for generators, etc. They will be the hub for communications and information. During major events, additional resources may be needed such as: an ambulance, medic unit, or heavy equipment not available through the county. The DOC will work with the EOC to get the resources needed, including out-of-state resources, to assist in the field. Instead of making several phone calls, one phone call can be made to the DOC to get the tools needed. Any money spent will be tracked through the DOC for reimbursement. Currently in draft form and will be distributed for review. DOC's staffing can be as large or as small as needed. Want to train several people on Center operations.

c. Safety Office-Deputy Chief Allen Keyser

- i. All personnel have completed the Public Information Officer course through the Emergency Management Institute: three Safety Officers (1 permanent and 2 backfill). Five Safety Officers

have completed Pro Board National Certification, Fire Department Safety Officer/Health and Safety Course, which is a large achievement. It gives them an opportunity to reach out in 5-dimensions and do everything from EMS, extrication, hazmat, suppression, and special calls. Want to have this class yearly. We were fortunate to have it at the Training Academy at no additional cost.

- ii. Working with Logistics to provide an Advanced Gear Inspection class with our turnout gear from Globe. Will work closely with the Safety staff, both permanent and backups, to make sure they can meet and exceed NFPA 1851, which is the selection, care, and maintenance of the protective envelope. It is the full turnout gear from helmet to boots and gloves. This will happen in a couple of weeks. Waiting on an instructor. It will probably be one of the vendors from Maryland Fire.
- iii. Captain Fox is continuing to work with the county IIT on a computerized program for corporation physical compliance. Want to make sure we have the list of responding members who are compliant with the NFPA 1582 for the national physical standards. We are working directly with IIT and CorpOHS. Any requests will go through the Safety Office and Captain Fox will handle it. DFRS has a great partnership with Frederick Memorial Hospital (FMH). Chief Pouget and Deputy Chief Keyser met with some of the leadership at FMH in reference to the process for physicals and how it is now streamlined to a one-day physical to get through the process and ensure it doesn't hinder schedules. At this time, must go back on certain days for treadmills. Continuing to work with FMH to streamline the process.
- iv. Annual well-water testing is done for all stations in Frederick County. The Safety Office identified water quality issues at the Green Valley Station and facilities. To improve the system, they shocked the system, chlorinated the well and, two weeks ago, a UV light system was installed. Per county regulations, the well at Station 25 has been deemed safe. Will continue to follow-up to ensure the wells at all stations have safe drinking water.
- v. Hazmat: The goal is to have a cohesive and well-organized team. Deputy Chief Keyser reviewed a list of 89 hazmat techs in the county. It became a cost effective issue. Every three months, if A, B, and C shifts were trained three days in a month, it would cost over \$12K a quarter. It is compliance training and consists of a lot of training. If the group is lowered, moved to the right spots, and consistency maintained, a very cohesive team can be formed. The team was moved from Station 31, which is a busy fire house. They were missing hazmat calls – not a lot of calls. The average call for the hazmat team is 32-35 calls per year. Last year, the hazmat team ran approximately 26 hazmat calls. After reviewing all of

the statistics and the call load, Station 33 (4.3 miles away) ran 2/3 less calls than Station 31. Same compliment of personnel and same compliment of hazmat personnel. The team was lowered from 89 (that we would re-certify) to 32. An application process was started for people interested in going to Station 33 to be a part of the hazmat team. We fulfilled the obligation, with backfill, for each of the positions. It has given us 32, which included: two Battalion Chiefs (one EMS and one Hazmat). This put us in a better financial position.

- vi. Chief Pouget added that she is trying to get TeleStaff and overtime under control. The contract Fiscal Manager in headquarters stated that immediate action needs to be taken due to overtime, in December, totaling \$180K. The decision needed to be made quickly. Chief Pouget has received support from the union to assist with the process. With all of the new initiates, the department is under budget. Working to manage operations efficiently to be good fiscal partners with the county.
- vii. Discussed DFRS 2013 Safety Statistics handout (see attached).

B. New Business

- 1. Review of Draft Policies and Procedures – Discussed in Old Business.
- 2. Status Update Regarding Staffing Plan – Deputy Chief Allen Keyser discussed.

X. ACTION ITEMS

- A.** Any assistance needed with email accounts, contact IIT.
- B.** Any comments regarding the Gas Policy, submit by C.O.B. tomorrow.
- C.** Begin looking at and providing comments on the three draft policies that were emailed: SCBA, Respirator, and Hose Testing.

XI. ADJOURNMENT

Motion: Moved by David Remsburg and Second by Tim Clark to adjourn the meeting.

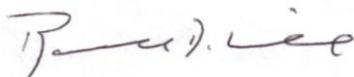
VOTE: YES: 7 NO: 0 ABSTAIN: N/A PASSED



Marc McNeal, Chair

2-24-14

Date of Approval



Randy Williams, Vice-Chair

2-24-14

Date of Approval

Respectfully submitted by: Cheryl Riley